MCA
MIDDLETOWN COMMISSION ON THE ARTS

If you have a question, call us: 860.638.4510
(8:30 am until 4:30 pm, Monday thru Friday; all other times leave a detailed message and we'll call you back)
or email: arts@middletownct.gov

Instructions for completing the MCA Grant Report (web-based):

We are pleased to offer the MCA Grant Report in PDF (portable document file) format. If you are a Mac OS X user with Preview as your default PDF-opening program you will need to use the Adobe Reader program in order to fill out online. To do this, you either make Adobe Reader your default or use the "Open With" feature when downloading the file. Following the instructions below will insure that your report is filled in with all necessary information. A printed copy can then be created for submission. We suggest that you print out a blank Report, fill it in by hand, and then reopen the Report on your computer to complete it on-screen. Preparing your data beforehand should enable you to complete the Report at one sitting (approx. 30 min.). **Remember that the data you enter cannot be saved to your computer. When you save the file, you only save the form, not the entered data!** <u>Suggestion:</u> as you finish each page, print it out. That way you will not have to retype it later if your computer crashes before you complete the Report. And, make sure to keep a copy of the Report for your files.

INSTRUCTIONS:

1. Set cursor in 1st field box which is a pulldown "choice" box (choose either "<u>Category 1 Report</u>" or "<u>Category 2 or 3 Report</u>" - the default is "Category 2 or 3 Report").

   NOTE regarding "Fields": more explicit directions in any given field (or box, if you prefer) are provided if you position and hold your cursor stationary in that field/box

2. When finished with one item (<u>field</u>), you may move to the next item by one of two methods:
   - pressing the "Tab" button on your keyboard (pressing "Enter" is <u>not</u> helpful here); or
   - moving your cursor to the next desired field and clicking in it

3. Wherever dollar amounts are required, do not use the "$" key. The period key is OK to use if you have cents to report.   <u>examples:</u>
   - 2344.55 will automatically convert to $2,344.55;
   - 250 will convert to $250.00

4. You may type your narratives in another text program (Word, AppleWorks, Notepad, etc.), then cut, and paste into the Report. Narrative replies are limited by space constraints of the particular field/box:
   - Page 1 - narrative replies are limited to 9 lines (1st narrative box) or 7 lines (other 2 narrative boxes)
   - Page 3 - narrative replies are limited to 9, 10, 8 and 8 lines for each box (in order from top to bottom of page)

5. To complete the financial data on Page 2 enter the "SOURCE" information in that field, tab (or move cursor) to "AMOUNT RECEIVED" field and enter numerical information, and continue tabbing to complete the income data. When all income data is complete, set your cursor on the "RECIPIENT" field and repeat the procedures to complete. PLEASE NOTE THAT THE TOTAL AUTOMATICALLY APPEARS AT THE BOTTOM OF EACH AMOUNT COLUMN.

6. If you have received free (in-kind) services, click your cursor in the "YES" box; if not, click the "NO" box.

7. Print out the MCA GRANT REPORT and sign where noted on Page 3, include all samples of promotion and mail to MCA, Rm. B-11 Municipal Bldg., 245 deKoven Drive, Middletown, CT 06457-3460

A FINAL NOTE: We have added "Grant Award Date" to the left of the "Signature" field - we are looking for the month/year that you applied for your funds: click on box, scroll (you can use your keyboard's arrow keys) until you find the correct date, click again.

Thank you for using our web-based reporting system. Your comments are welcome.

CITY OF MIDDLETOWN ARTS & CULTURE OFFICE/COMMISSION ON THE ARTS
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Revised: 11.17.14